



Borrowers' Guidelines

Material Type	Loan Period	Overdue/Frequency (when notices are sent)	Renewal Period (if no hold)
Books	3 weeks	1 @ 10 days	2 times (21 days)
DVDs	1 week	1 @ 10 days	2 times (7 days)
DVDs (3 or more discs)	3 weeks	1 @ 10 days	2 times (21 days)
Audiobooks	3 weeks	1 @ 10 days	2 times (21 days)
Magazines	3 weeks	1 @ 10 days	2 times (21 days)
Music CDs	3 weeks	1 @ 10 days	2 times (21 days)
The Great Courses	3 weeks	1 @ 10 days	2 times (21 days)
ABE (Adult Basic Education)	3 weeks	1 @ 10 days	2 times (21 days)
Children's Holiday Books	1 week	1 @ 10 days	2 times (7 days)
LINK+ Materials	3 weeks	1 @ 3 days	1 time (21 days)

MAXIMUM FINES: DVDs, Audiobooks, and Books with CDs- \$10.00 per item
All other materials- \$5.00 per item

Patron Type	Loan Period	Overdue/Frequency (when notices are sent)	Renewal Period (if no hold)
Booklegger*	150 days	1 @ 10 days	None
Homebound Services	60 days	1 @ 10 days	1 time (30 days)

Bills are sent 21 days after the overdue notice.

Purchasing a replacement item to eliminate the lost/damage fee is not acceptable due to edition, cataloging and collection development issues.

*Extended loan period is for materials used for the Booklegger Program only.

Circulation Limits	Total Holds	Total Items Checked Out
General Patron and Staff	30	75
Awaiting Address Confirmation	1	3
Booklegger Volunteers	30	75

* Updated by the Pleasanton Public Library Commission, March, 2004.